



**Private Day Nursery
& Pre – School
Daisy Road,
Brighouse
HD6 3SX**

Telephone: 01484 717180
Email: manager@toyboxbrighouse.co.uk



Introduction

Thank you for your enquiry about our Nursery facilities. I hope that the following information is helpful to you. You are very welcome to phone or visit the nursery at any time if you require further information.

Toy Box Day Nursery is a private Day Nursery and Pre-School conveniently situated in the grounds of Woodhouse Primary School on Daisy Road, Brighouse. It is registered for 54 children between the ages of 3 months and 5 years old.

As a result of our last three OFSTED inspections we have consistently achieved an Outstanding grading.

Our Aim

To treat all children as individuals within a warm and welcoming environment where they can play, develop and learn happily.

In the very important early years of life care and education are inseparably linked. A caring, nurturing environment where children are free to express themselves whilst experimenting through play forms the basis of a child's social, emotional, intellectual and physical development.

Toy Box Day Nursery is committed to supplying the highest quality of both childcare and early education, thus enabling each child who attends the nursery to reach his/ her full potential and achieve that all important head start in life.

We aim to achieve the highest standards possible throughout the Nursery by: -

- Maintaining a warm, safe, well-organised and stimulating environment.
- Operating with a high ratio of caring, well trained and highly qualified staff which includes support from EYP's to ensure that all OFSTED regulations and "Every Child Matters" is implemented within all daily routines at Nursery.
- Working with parents/ carers to build a close and trusting relationship.
- Implementing a broad, balanced and relevant Early Years Curriculum, appropriate to all aspects of a child's development whilst catering for individual needs.

- Closely monitoring every aspect of each child's development and offering regular communication and discussion with parent/ carers.
- All Toy Box Nursery employees developing a positive attitude towards differences of race, culture, language, gender and disability.

Organisation

The team at Toy Box Day Nursery & Pre-School consists of:

Nursery Proprietor	- David Rogan
Nursery Manager	- Claire McCartney
Deputy Manager	- Beth Hamilton

We also employ a highly qualified and dedicated staff team including an Early Years Professional, Room Leaders, Early Years Practitioners, a Cook and a General Assistant.

On occasions childcare students may attend the Nursery as part of their training with the local college. However, they are never left alone in charge of any child or group of children or perform any care without the close supervision of one of our trained Nursery Nurses.

All staff have an up to date Enhanced DBS check.

Staff also attend regular training sessions, which include:

- Health and Safety
- Fire Drills
- Basic Food Hygiene
- Paediatric First Aid
- Safeguarding/ Child Protection
- Inclusion
- Special Educational Needs (SEN)
- Promoting Positive Behaviour
- Allergy Training/ Managing Medicines
- Early Phonics
- Numicon and Maths
- EYFS Curriculum
- Network Meetings with other nurseries and childcare providers

All Staff have to complete various checks before they are allowed to work within the Nursery. These include health and suitability forms which are processed by the Disclosure and Barring Service and OFSTED.

Layout of the Nursery

The nursery consists of one large open plan room with adjoining conservatories to the back and to the side.

There is a separate cordoned off area within the main room for children between the ages of 3 months and 2 years old. The Early Years children who are aged 2 years upwards occupy the rest of the main room.

Both the Early Years and the Baby room children have their own spacious airy conservatory which in turn leads out into their own outdoor playground giving them continuous free flow access to the outdoors throughout the day.

Outside there is a large enclosed secure playground with a soft play area for the climbing frame, a tarmac area for bikes etc, musical area, sensory area, together with a large grassed area. There are places set aside for gardening for the children. Here they will learn about planting, growing and caring for their own flowers, fruit and vegetables. Sand, water and a mud kitchen also form part of our outdoor continuous provision.

The babies' separate play area to which they have continuous access through their conservatory is entirely covered with a soft play surface. The walls on both sides of the play area are covered in soft padding thus ensuring a safe and secure space where the babies can learn to walk and crawl in safety.

A policy for the provision and replacement of toys is in operation within the Nursery and regular checks of all equipment are made to ensure they are clean, complete and serviceable.

Great emphasis is also placed on multicultural awareness and children are taught to respect different cultures and festivals. Please see "Our Nursery Values" policy for further information.

Key Person System

Toy Box Day Nursery operates a "Key Person" system. Whilst a bond with the Key Person is important for your child's initial settling in process all staff members within your child's room share an equal role in your child's daily care and development. All staff have a duty to know each child's individual needs in order that they can deliver a holistic and cohesive care package for you and your child.

We feel this system offers a sense of stability, continuity and security – all vital to a young child's development. Through observations, photos and creative evidence the Key Person completes a "Learning Journey" for each child in his/ her group.

Parents/ carers are free to inspect their child's Learning Journey at any time. Alternatively if any parent/ carer feels they need more time to look at, or discuss in more detail, any aspect of their child's Learning Journey they can make an appointment, which is mutually convenient for both parties with the child's Key Person, Room Leader or Manager.

Before any child starts at Nursery we would encourage a series of introductory visits to increase confidence and help the child/ children to settle in.

Learning Journeys and Early Years Foundation Stage

Within the EYFS Framework every child undertakes a "Learning Journey". This covers the daily life of children once they start Nursery until they leave to go to school. Throughout the Learning Journey observations are made, photographs taken and pieces of work are collected. This helps create a file of the child's development whilst at Nursery, and explores individual strengths and interests. Within this file links will be made to the Seven Areas of Learning through the EYFS document.

Although the child's level of development will be explored and monitored, this is purely to gain understanding of the child as an individual so that their learning can be extended further. The EYFS guidance has very flexible age ranges within each stage, as each child develops in different areas at different rates.

The EYFS is a period of education for children from birth to five years old.

Areas of Learning and Development

There are seven areas of learning which form part of the Early Years Foundation Stage (EYFS), three prime areas and four specific areas.

Personal, Social and Emotional Development (Prime)

This area of learning is about emotional well being, knowing who you are and where you fit in as well as feeling good about yourself. It is also about developing respect for others, social competence and a positive disposition towards learning. Confidence in dealing with difficult situations helps children to become resilient throughout their lives as adults.

Physical Development (Prime)

This area of learning includes developing skills such as co-ordination, control, manipulation and movement. Physical development has two other very important aspects. It helps children to gain confidence in what they can do and enables them to feel the positive benefits of being healthy and active. Effective physical development helps children develop a positive sense of well – being.

Communication and Language (Prime)

This area of learning includes communicating, speaking and listening in different situations and for different purposes. Children learn to listen attentively and to follow instructions and boundaries as well as gaining the confidence to express their needs and feelings.

Literacy (Specific)

Children are encouraged to develop their early literacy skills by making marks in paint, sand and other media. They listen to a variety of stories and rhymes and have access to a wide range of books. Eventually they will be able to read simple text and use writing for a variety of purposes

Mathematics (Specific)

This area of learning includes counting, sorting, matching, seeking patterns, making connections and categorising as well as working with numbers, shape, space and measure. Mathematical understanding is encouraged and taught through stories, songs, games and imaginative play so that children enjoy experimenting with numbers and patterns.

Expressive Arts and Design (Specific)

Being creative enables children to make connections between one area of learning and another and so extends their understanding of their environment. This area of learning includes art, music, dance, role-play and imaginative play.

Understanding the World (Specific)

Learning about relationships and the lives and work of people within the community as well as different multicultural customs and festivals is important for children to understand differences and similarities between themselves and others. Learning all about nature, different materials, technology and working with tools helps children to understand the world around them.

At Toy Box Day Nursery we recognise that parents/ carers are generally the first educators of their child/ children and this is reflected in the relationships with the staff at the Nursery. Parents/ carers are welcomed to discuss the development of their child/ children with the Key Person, Nursery Manager or any member of staff at any time. A mutually convenient appointment can be made at any point throughout the year for all parents/ carers to review their child/ children's Learning Journey with their Key Person, the Room Leader or the Nursery Manager. Parent/ carer involvement in activities, topics and observations is actively encouraged throughout the Nursery.

Within the Nursery we aim to provide all children with a strong foundation of educational skills linked to the EYFS Curriculum.

We plan for each child's development by following their own individual interests. This means that our curriculum is tailor-made for each child. Next steps in each child's development are sought and are planned for in relation to their current interests. This enables children to thoroughly enjoy the experience whilst they progress through their Learning Journey at their own pace.

Early Education Funding

All children aged 3 or 4 are entitled to 15 hours of funded early education, commencing the term after their third birthday.

Some children may also be entitled to 15 hours funded childcare at 2 years old.

You may also be entitled to claim an additional 15 hours of funded early education per week, depending on your eligibility (30 hours funding). If you are eligible for the extra hours you must apply online in order to be allocated a code. You must then take your eligibility code and National Insurance number to your chosen provider in order to reserve your place.

You may use your funded hours at any approved provider including child-minders, playgroups, pre-schools or day nurseries such as Toy Box Day Nursery. You may also choose to use your funding entitlement with more than one provider.

Parents/ carers can choose which providers they would like their children to go to, as long as they have places available.

You may only choose to use a portion of your child's funding allocation, however you cannot take more than your 15 or 30 hours entitlement.

Please go to www.childcarechoices.gov.uk to check your availability.

Meal Times

Meal times within the Nursery are viewed as a social and learning event and children are encouraged to interact with their peers and adults.

To help the children develop independence they are encouraged to butter their own toast, pour their own drinks and to help themselves at lunch time to extra portions. The children also take part in setting up and clearing away the tables at meal times. This is done through a "Helpers" system so that each child gets a turn at being a helper for the day.

We are able to cater for various special dietary requirements that your child may have and would encourage you to discuss them with the Nursery Manager prior to your child's first session.

Concerns & Complaints Procedure

Toy Box Day Nursery is very proud of all the positive feedback that we get from our parents/ carers. However we do have a complaints procedure which aims to deal quickly and efficiently with any complaints from a parent or carer of a child attending the Nursery.

A full Complaints Policy is on display in the Nursery entrance hall.

If a satisfactory conclusion to a complaint any parent/ carer may have is not possible through the Nursery then they should contact OFSTED to help resolve the problem on the following number.

OFSTED Telephone No: 0300 123 1231

Terms and Conditions

Toy Box Day Nursery feels that it benefits all parties concerned to have a clear understanding of arrangements relating to childcare at the Nursery. To this end, we ask you to sign two copies of our 'Terms and Conditions of Contract', one to be retained by you, the second to be kept with the child's records.

The contracts are signed by the parent/ carers when your child starts Nursery.

Areas covered in the contract are: -

- Fees and late payment charge
- Holidays
- Sickness and any other absence
- Security
- Medication
- Clothing, toys and belongings
- Daily requirements
- Arranged and unarranged early and late pick ups
- Change of days/ sessions
- Notice period

A £40.00 non-refundable registration fee must be paid by cash or cheque to secure each child's place at the nursery.

Fees and Opening Times

Toy Box Nursery is open from 7.30am to 6.00pm, Monday to Friday over the whole Year. The only times we are closed are on Bank Holidays and over the Christmas period (closed from 25th December to 1st January inclusive). Once you have decided which weekly sessions your child will attend your standard monthly fee will be calculated. This amount is payable every month regardless of holidays, bank holidays or sickness. However, for one week at Christmas there is no charge. This will be deducted throughout the year as all fees are calculated over 51 weeks of the year.

We are able to offer childcare on a part time basis.

To meet the varying needs of parents/ carers we offer a variety of sessions.

Morning Sessions	8.00pm – 1.00pm
Afternoon Sessions	1.00pm – 6.00pm
Full Day Sessions	8.00am – 6.00pm
Early Start Option	7.30am (Available on request)

The fees are:	Times	0-5 years
Morning Session	8.00am – 1.00pm	£29.00
Afternoon Session	1.00pm – 6.00pm	£29.00
Full Day Session	8.00am – 6.00pm	£50.00
Full Week	8.00am – 6.00pm	£220.00
Early Start Option	7.30am – 8.00am	£4.00 per session

In the event of an unarranged late pick up or an early start an additional fee of £5.00 per 15 minutes is charged. The parent/ carer will be asked to sign a late pick up form and the amount will appear on the next invoice.

Fees are reviewed annually.

Non-payment of fees may result in your child/ children's place being withdrawn.

Fees not paid by the 7th of each month will automatically incur a £20.00 late payment fee.

Toy Box Day Nursery reserves the right to withdraw any child who we feel will not settle or whose behaviour proves to be of a consistently unsatisfactory nature.

The nursery operates a full range of Policies and Procedures, which are available in the entrance hall for your information.

We would be delighted to hear of any suggestions which you may have about our services.

All information given to us about your child will remain confidential.

Having read through this brochure if you need any further information help or assistance please ring Claire, our Nursery Manager on: 01484 717180.

Email: manager@toyboxbrighthouse.co.uk